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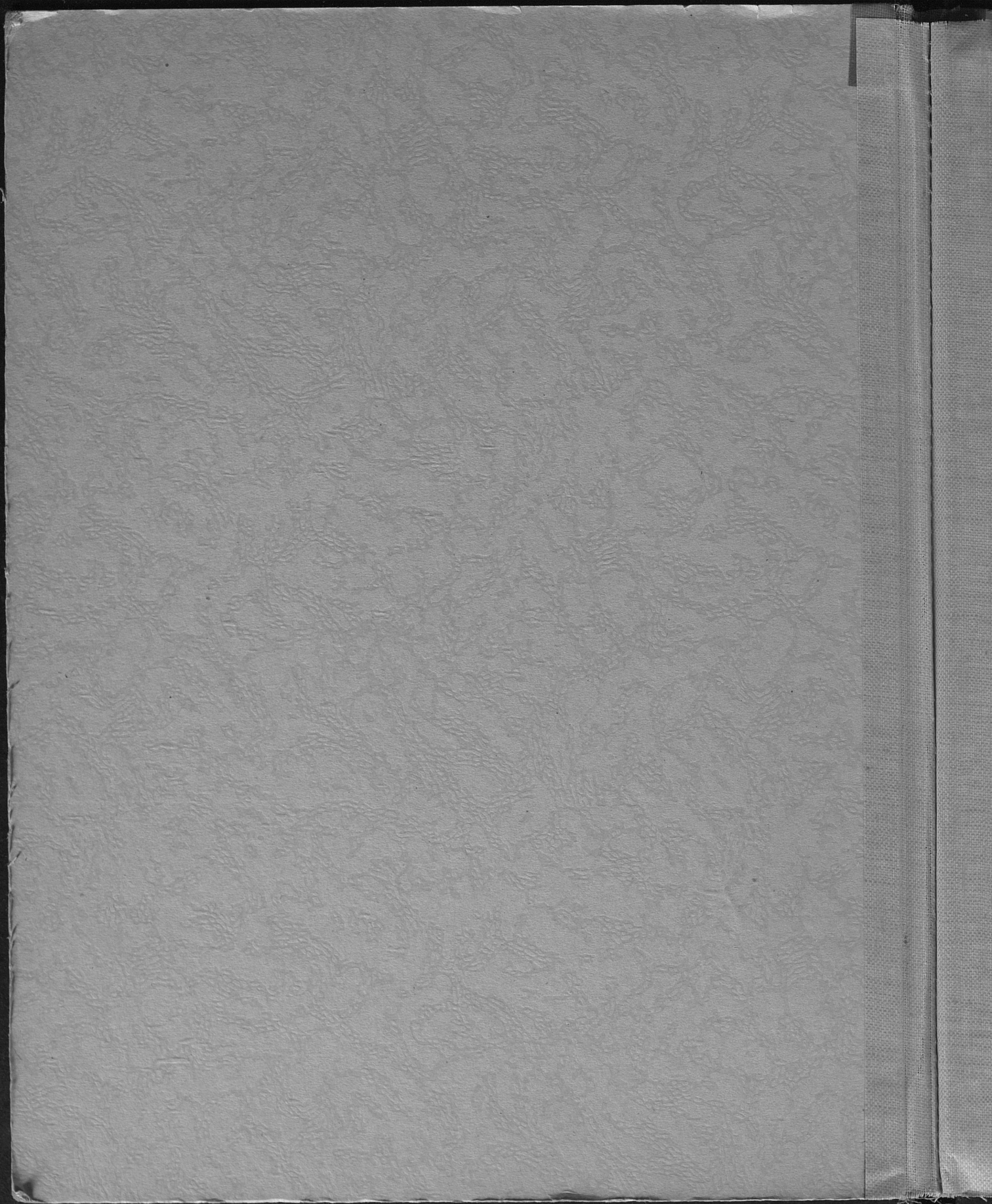
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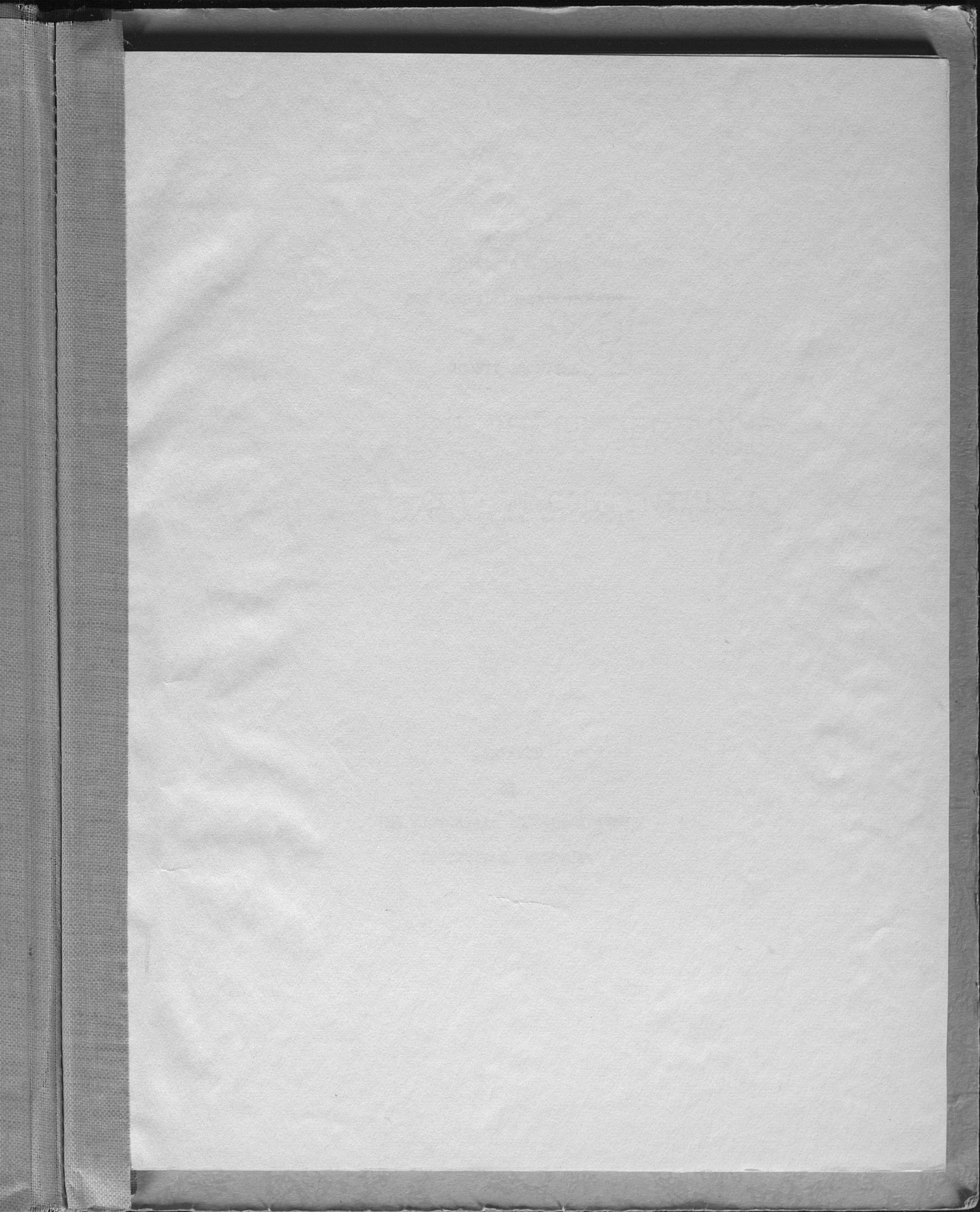
EDITOR'S MANUAL FOR COMPILING INVENTORIES
OF COUNTY ARCHIVES

HISTORICAL RECORDS SURVEY. KENTUCKY

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1938





Johnston

EDITOR'S MANUAL
FOR COMPILING INVENTORIES
OF
COUNTY ARCHIVES

Historical Records Survey. Kentucky.

PREPARED
BY
THE HISTORICAL RECORDS SURVEY
LOUISVILLE, KENTUCKY

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FOREWORD

This manual has been prepared for the use of editors working for the Historical Records Survey in Kentucky.

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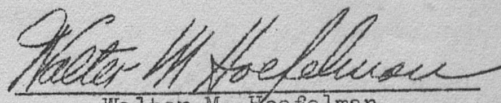
The instructions contained herein cover the editorial information needed in compiling a complete inventory from the HR forms. These instructions are condensed from Supplements 4, 5, and 7, issued by the national office of the Historical Records Survey, from letters of criticism by the editors in the national office of inventories prepared by the Survey in Kentucky, and from stenographic notes made at editorial conferences with Dr. Luther H. Evans, National Director, and Mr. Robert Slover, Field Supervisor of the Historical Records Survey.

This manual has been arranged in the same sequence in which inventories are published, with a table of contents to provide quick reference to the particular subjects discussed and an index to furnish information as to their immediate location. The annotations concerning the component parts of the inventory are clarified by references to the inventory of Knox County, Kentucky, and by the appendix. The entry numbers in the appendix correspond to the entry numbers used in the Knox County Inventory, with the exception of entry 21, which is not found in the Knox County book.

Careful study and the continued use of this manual by the editorial and supervisory staff will expedite the publication of better and more complete inventories than has heretofore been demonstrated. All information necessary for inventory compilation which is not included in this volume is covered in detail in the "Office Manual" and the "Manual for Field Workers".

meu 5-10-55

January 29, 1938
Louisville, Kentucky


Walter M. Hoefelman
State Director
The Historical Records Survey

HRS-i

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PREPARATION OF DRAFT INVENTORIES

1. Foreword Do not show number, but consider this sheet as page i, and the first page of the preface as page ii.
2. Preface Include in the preface the plan of publishing county inventories.
3. Table of Contents
 - (a) Use a line of periods, every other space apart, from title to number.
 - (b) Include the "Chart of County Government" as a sub-heading under the essay on Governmental Organization and Records System.
 - (c) Use a semi-colon between sub-headings.
 - (d) Office sections should be in lower case.
 - (e) Indent two spaces from the title of the office section for the beginning of the list of subjects and sub-headings.
4. Page Headings
 - (a) On left hand margin show name of office, followed by hyphen and last subject heading on page.
 - (b) The words "First entry, p. ___" should be in right hand corner, in parentheses, on first page of the Historical Sketch and continued on each page to that preceding first entry.
 - (c) The words "Next entry ___, p. ___" (beginning with the county court clerk's section) should appear in right hand corner on all pages, on which no entries are recorded, to the last entry preceding the index.
 - (d) Page headings of the Index Section should carry references similar to those used in some of the dictionaries. For example: (Ab-Aw). This should appear in right hand corner.
 - (e) Page headings are put on the next line after page numbers.

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5. Page Numbering

Center page number $\frac{1}{2}$ " from edge of sheet, preceded and followed by a dash.

6. Section Headings

The title of the beginning essays, such as the Historical Sketch should be preceded by Arabic numerals, as indicated in the Table of Contents.

SECTION A

7. Historical Sketch

The historical sketch of each county will be prepared for the final form in the state office.

For the selection and arrangement of material for the original historical sketches of the various counties, however, the following outline should be followed:

(a) Creation

- (1) Physical aspects, including date of formation, origin of name, geography.
- (2) Citation of statutes or other authority.
- (3) Boundaries, including changes and present boundaries, with citations.

(b) First Settlements

- (1) Early stations and forts, with brief history of their use and purpose.
- (2) Other points of historical interest.

(c) First Settlers

Names and brief mention.

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7. Historical Sketch (Cont.)(d) Government

Brief but comprehensive sketch giving set-up of first county government, location, data on first governmental building; institution of first courts; names of first county officials; any other matters of interest concerning early judicial system.

(e) Educational System and Special Features

Brief review of development of the educational system, including beginnings of any colleges, private or public institutions of note; beginnings of public schools, and other outstanding features of public interest.

(f) Trails and Roads

- (1) Brief mention of first trails, traces, or roads through county,
- (2) Present main highways, giving numbers, type, and present state of condition.

(g) Natural Resources and Occupation

Brief discussion of gainful occupations, type of natural resources, and industries.

(h) Population (U.S. Census of 1930)

- (1) County seat
- (2) Entire county, mentioning other important towns or hamlets, without reference to size or population.

(i) Citations

Citations should be preceded by a period when the citation serves more than one sentence. A period should also be used before the last parentheses.

(j) Bibliography

The bibliography for the Historical Sketch should include name

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7. Historical Sketch (Cont.)(j) Bibliography

of publisher, place of publication and date in parentheses.

8. Governmental Organization and Record System

This essay is to be a narrative sketch of the various governmental set-ups of the county substantiated by citations from statutes and constitutions. This information is secured in large part from the form entitled: "Data on courts and county offices".

(a) Courts and Offices

The field worker will be supplied with HRS form entitled "Data on Courts and Offices" by the district office. This form should be filled out as the survey progresses and, when necessary, the county officials should be consulted for such information necessary to complete the form to assure its accuracy.

(b) Chart of Governmental Organization

The field worker will also receive from the district office a chart of the county governmental organization. The offices and boards shown on the chart, not now in existence, should be indicated by being stricken out with a large "X".

(c) Essay

- (1) The original governing body as provided for in the act of creation of the county.
- (2) Consider each office or court separately from its creation in the county to the present time, showing: changes in method of appointment or election, changes in term of office, preceding courts or offices for those not created when the county was formed, and principal or characteristic duty or jurisdiction.

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8. Governmental Organization and Record System (Cont.)(c) Essay

(3) Particular conditions or circumstances in the county which may have caused special offices to be created or abolished or otherwise affected the governmental set-up.

(4) Particular legislation affecting the keeping of records in the county.

9. Housing, Care, and Accessibility of Records

When a field worker completes the inventory of records for any office or storage room, he or she should prepare a memorandum giving the information requested in items "a-j" following. From this additional information, reveal in detail the data needed in preparing an essay on "Housing, Care, and Accessibility of the Records". Add to this write-up such suggestions for improvement of local conditions that will preserve the records more satisfactorily. Treat each office separately and in complete detail.

(a) Files

Wood, fibre, or metal, and how stored. Shelves or cabinet: if shelves, give size and whether wood or metal; if cabinet, give size and whether wood or metal.

(b) Volumes

How stored: shelves; tables; etc. Size and whether wood or metal.

(c) Lighting.

(d) Crowded or ample filing space; any room for expansion?

(e) Proper ventilation? If not, is dampness present?

(f) Are the containers for any particular series of records well arranged or are they scattered promiscuously over the room?

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9. Housing, Care, and Accessibility of Records (Cont.)

- (g) Records not stored in courthouse, state location and in whose custody.
- (h) Information about the records stored for each separate location should indicate how those particular records are indexed, whether index is self-contained or in separate volumes, and whether direct or indirect: if direct, state by what plan; if indirect, indicate in either case by whose name. For example: Alph. direct index by name of claimant. Or alph. direct and inverted by names of plaintiff and defendant.
- (i) State if records are confined to a single type of record for series or if the various types of records are consolidated in a series often not applicable.
- (j) Officials' attitude as regards supplying the public with information concerning location of records sought.
- (k) Bring out faults found in each office.
- (l) Generalize on ventilation, lighting, etc.

10. List of Abbreviations, Symbols, and Explanatory Notes

- (a) Divide this section into three parts using the following sub-titles:

- (1) Abbreviations

Abbreviations for singular and plural words should be written on the same line, as p., pp. for page, pages. For a standard list of abbreviations see article 4 of Appendix.

- (2) Symbols

- (3) Explanatory Notes

Explain manner of arranging the volume and why so arranged. Explain titles, cross referencing, physical condition of the records, labeling and measurements.

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10. List of Abbreviations, Symbols, and Explanatory Notes (Cont.)

- (b) Separate discussion of each heading into paragraphs.

SECTION B

11. Essays

The data for the individual office essays will be secured from the form entitled "Data on Courts and County Offices". Each office essay is to be a brief narrative sketch, without legal citations, containing information mentioned in "d" to "f" following:

- (a) Titles of office essays are preceded by Roman numerals.
- (b) Combine essays on circuit court and circuit judge, deleting sub-headings, and give commonwealth attorney a separate section in the inventory.
- (c) Explain in the circuit court clerk essay that he is the trustee of the jury fund.
- (d) Date of creation of office in county. Information given in "Data on Courts and Offices", also Order Books of county.
- (e) Name of first officer, if known, also circuit court order books and county court order books, date of first entry recorded, as for example: First entry, April 17, 1792, Order Book, A, entry 117. Information given in Historical Sketch.
- (f) Preceding office or court, if any.
- (g) Various methods of appointment or election since time of creation under successive constitution or laws, including: term of office; eligibility for re-election or re-appointment.
- (h) Principal jurisdiction or duties characteristic of the court or office. This data, however, must be checked in the county for vari-

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11. Essays (Cont.)

ations that frequently exist.

- (i) If no records are kept, state this fact in last paragraph of comments on the particular office under consideration.

12. Subject Headings

When there is only one entry for an office or subject heading, do not use a subject heading unless the entry is an important one. In this case it is permissible to use a subject heading.

PREPARATION OF HR FORMS AND ENTRIES FOR INVENTORIES

Field workers, as well as district office staff, should familiarize themselves with the following instructions. Great care should be exercised in enumerating all the various subjects covered in a volume or file box. The district office staff will then be able to prepare more intelligently a condensed entry covering the record or records.

13. Numbering of Entries

All entries are consecutively numbered followed by a period, two spaces, and the title of the entry.

14. Title

- (a) The full title must be given, but if there is none, then the assigned title, capitalized, must be enclosed in parentheses.
- (b) If the record has been changed at any time and is so dissimilar that identification would be difficult, then such title or titles should be shown with their corresponding year dates. However, if it is deemed advisable to put such records under one title, then the current title should be used.

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14. Title (Cont.)

- (c) If a title is vague or misleading, then an explanatory title in lower case should follow, enclosed in parentheses.
- (d) An assigned title is one given a record when the container bears no official title. The assigned title is always upper case, and enclosed in parentheses.
- (e) An abbreviated title is followed by fully spelled out words in upper case and enclosed in parentheses.
- (f) Only a comma is used after the full title, followed by the dates, a period, and the quantity.

15. Dating

- (a) The first and last date should be separated by a hyphen and followed by a period.
- (b) Dates in the same century: the last date may be abbreviated by using the two terminating figures. However, when an ending date is preceded by a cypher, drop the cypher and write it as 1901-9.
- (c) Dates in different centuries: these dates should be written out in full.
- (d) Current records are indicated by two hyphens and a period following the first date, except where the beginning and ending date of a record is the same. In this case, a period follows the date.
- (e) Record changes during year: the day, month, and year of change should be shown.
- (f) If a record is discontinued, this should be stated, and date of last entry in the record should be given. This information will appear in title line of draft entry, immediately following the quantity.
- (g) Missing records: this causes gaps to appear in the consecutive da..

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15. Dating (Cont.)

ting, and should be indicated by giving the inclusive dates of existing records only. Example: 1835-46, 1893-1901, 1912--. These three inclusive dates explain that the records for 1847-92 and 1902-11 are missing.

- (h) No date: if records are undated the letters "n.d", in lower case, should follow the title, preceded by a comma.
- (i) Extant records: dates should cover the entire series of a record, with a subdivided reference to each location at the close of the entry with the respective dates and number of volumes, file boxes, or bundles. Reference to prior or subsequent records should be made in a third paragraph. For examples: entries 57 and 106 of appendix).

16. Quantity of Records

The number of volumes, file boxes, or bundles should be shown as follows: 10 vols., 136 file boxes, or 7 bdl., as the case may be. But if a combined entry consists of vols. and file boxes, it should be shown thus: 5 vols., 27 file boxes. (Volumes and file boxes are only combined when a part of the records have been bound and the other part is still in the file boxes. For example: Birth Certificates, 1911-30, bound volumes; 1931--, in file boxes. Do not combine original instruments with the record of the instruments (see entries 21 and 22, appendix).

17. Numbering and Labeling on Containers

- (a) If the records consist of not more than two volumes, or are kept in only two file boxes, no designating letters or numbers need be given.

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17. Numbering and Labeling on Containers (Cont.)

- (b) When the records consist of three or more volumes, or file boxes, or both, and labeling is simple, it should be shown as follows: (1-6), or (A-Z), or (1-6, A-Z), placed after the quantity of volumes or file boxes.
- (c) When only part of the volumes or file boxes are numbered, the numbering should read as follows: (2 vols. not numbered, 3 vols. 2-4).
- (d) When the numbers on the documents are indicated on the file boxes, the labeling should read as follows: (Labeled as follows: 1-50, 51-150, 151-250).
- (e) When a record is shown as current, although the last entry recorded may bear a date one or more years previous, a notation "last entry, 19__" should appear in the title line.

18. Description of Contents

- (a) See that the description is full and clear, as, for instance, in records on suits: "Civil suits tried before circuit court for recovery of rights or claims, showing names of plaintiff and defendant, etc."
- (b) When a record is divided by subject headings, an enumeration of all major headings should be shown, including dates covered by each separate heading.
- (c) Indicate whether the record described contains all, or only a part, of the information shown under the printed classification or major headings.
- (d) The description should clearly show: whether the series consists of the original documents, or whether it is only a record of them. The two series should never be combined into one entry. (see en-

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18. Description of Contents (Cont.)

tries 21 and 22 of appendix).

- (e) It is necessary to give the nature of records, the dates, names of parties concerned, terms or period of contract's duration, and amount or consideration, and to state whether original documents are sworn to, witnessed, or signed, and by whom.
- (f) If a volume or file box contains more than one kind of record, then a separate HR form and a separate artificial entry with an assigned title must be made out for each different subject matter or article, giving respective dates and other necessary full particulars to conform with (a)-(e).
- (g) Each type of record, date covered, and artificial entry number must appear in the original draft entry. The artificial entry can be prepared from the HR form covering each different type of record and entered under the proper subject heading in the draft (see instructions on cross referencing). Examples: entries 198, 218, appendix).
- (h) In entries concerning maps, see that scales conform in all cases. Always use symbol " for each in scale.

19. Arrangement of Contents of Records

- (a) Arranged chronologically means that records are arranged or filed in consecutive order, according to their dates. It is necessary to state, e.g. arr. chron. by date of filing or date of issue.
- (b) Arranged numerically means that records are arranged or filed in consecutive order, according to their identification numbers. It is necessary to state, e.g. arr. numer. by case, check, warrant,

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19. Arrangement of Contents of Records (Cont.)

or receipt no., et cetera, as the case may be.

- (c) Arranged alphabetically means placing the key name or title in alphabetical order. It is necessary to state, e.g. arr. alph. by name of officer, et cetera, as the case may be (see entry 226 of appendix).
- (d) When the arrangement is complicated, as, for instance, in a tax record, it should be described thus: arr. alph. by dist. no. and alph. thereunder by name of taxpayer (see entry 225 of appendix).

20. Indexing

- (a) State that indexing is direct when the name of the principal party concerned is listed alphabetically, e.g. defendant, or plaintiff, et cetera (see entry 22 of appendix).
- (b) Indexing is indirect when the name of the second party concerned is listed alphabetically, e.g. defendant, plaintiff versus (see entry 241 of appendix).
- (c) Indexing is direct and inverted when the names of the first and second parties are listed alphabetically in two series of indexes, the first series is direct by name of the first party, and the second is inverted by name of the second party, both series being included in the same volume or volumes (see entry 23 of appendix).
- (d) When a record series has an individual index series, a separate HR form must be made for it, and an additional entry included in the inventory (see entry 22 and 23 of appendix). If part of the records have an index in the same volumes in which they are recorded, the date covered by each method of indexing must be clearly shown on

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20. Indexing (Cont.)

- forms covering the records (see entry 22 of appendix).
- (e) A separate index entry should immediately follow the entry of the record it serves (see entry 23 of appendix).
 - (f) When a record series has no index, this fact must be stated in the entry (see entry 198 of appendix).
 - (g) When a record series has a separate index as the only method of indexing, the statement, "For index, see entry ___", must be given in the entry (see entry 57 of appendix).

21. Nature of Recording

- (a) It should be stated whether records are handwritten, or typed, or both; in the latter case, it is necessary to state the dates covered by each type of recording.
- (b) It should also be stated whether records are recorded on printed forms or under printed headings, or are assigned certain classifications used by the official.
- (c) When making notations for (a) and (b), abbreviate as follows: "Hdw. on pr. fms.", or "Typed on pr. fms.", as the case may be.

22. Condition of Records

Unless the condition of the record is good or excellent, state whether "fair", "poor", or "very poor". If necessary give details.

23. Average Number of Pages

State as follows: "Vols. aver. ___pp." If there is only one volume, say "___pp".

24. Size of Volume or File Boxes

In giving dimensions of volumes, the first is height, second is width, and the last is thickness, but of file boxes, the last is

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24. Size of Volumes or File Boxes(Cont.)

length. If there is more than one size, the various dimensions are to be stated thus: 4 file boxes, $10 \times 4\frac{1}{2} \times 4\frac{1}{2}$; 8 file boxes, $16 \times 8\frac{1}{2} \times 6\frac{1}{2}$.

Treat volumes in same manner.

25. Location of Records

It is necessary to state specifically where the records are located, regardless of the number of locations. Give the dates included in the various locations.

26. Standard Abbreviations

- (a) Should be used in making up entries; abbreviations, however, are not to appear in titles and descriptions, until after the description of the entry has been completed (see entry 23 of appendix).
- (b) Location of records should be in lower case except the initial letter. If, however, there are sub-divided locations, use lower case throughout.

27. Destruction of Records

Dated notations on all records destroyed must be stated immediately under the title line.

28. Combining Records

After the preliminary draft has been checked in the county and when the first draft is being made up, all records of the same series are to be combined.

The title heading must show first and last dates, or inclusive dates, to show gaps if there are any missing records; it must also give the total number of volumes or file boxes, or both.

Complete the entry in the usual way, with this exception: respective dates and numbers of volumes or file boxes with their locations must

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28. Combining Records (Cont.)

be clearly shown at the end of such a combined entry.

INSTRUCTIONS ON CROSS REFERENCING

29. Information Obtained from HRS Forms for Aid in Cross Reference Work

- (a) When writing an HRS form, the worker should fill in the beginning and ending dates for each type of record kept in any particular series of bound or unbound records (see entry 198 of appendix).
- (b) When a new record is started after the beginning of the original of the record series, the worker should indicate on the HRS form or condensed entry, the titles and dates of the record where previous forms of this particular type may be found (see entries 225 and 185 of appendix). If the first series contains the orders for the period, 1888-91, the HRS form or condensed entry covering the latter record should state that fact, and the form or condensed entry covering the first should indicate that orders from 1899-- are to be found in records bearing the title "Civil Order Books".

30. Procedure in Making Master and Artificial Entries

The purpose of the master and artificial entries is to break down a volume or file box which actually contains a number of distinct records, in order that each record may be listed under the proper office or subject heading, or correlated with other parts of the same series. Artificial entries do not follow the master entry, but are classified and assigned to their proper subject group and office. They do not intervene between the master entry and its index entry.

(a) Master Entries

- (1) In addition to the regular description contained in a condensed entry, the master entry carries the following information: Contains:

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30. Procedure in Making Master and Artificial Entries (Cont.)

(____), entry____; (____), entry. This information precedes the arrangement, indexing, et cetera of the parent entry.

- (2) The titles which refer to wholly artificial entries must be written in parentheses and lower case. The titles which refer to a separate record series of the same type of record, are written in lower case without parentheses (see entry 198 of appendix).
- (3) If the dates of the artificial and separate record series differ from the dates of the master entry in which they are contained, such dates must be shown. The entry numbers of the artificial and separate record series immediately follow.
- (4) The cross references within the body of the master entry are arranged numerically according to entry numbers.

(b) Artificial Entries

- (1) The titles of artificial entries are written in upper case and placed in parentheses (see p. 9, sec. 14, item (d); entry 194 of appendix).
- (2) The dates of artificial entries immediately follow on the same line with the title.
- (3) Title and entry number of the parent entry are shown on the title line preceded by the word "in".
- (4) The customary description is given, but no arrangement, indexing, et cetera are needed.
- (5) Where the series is never recorded separately but parts of it are contained in two or more other records, the artificial en-

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30. Procedure in Making Master and Artificial Entries (Cont.)

try is made in the manner illustrated (see entry 218 of appendix).

31. Procedure for Cross Referencing Records Kept Separately for a Period

Where records for a time were kept in the master entry and then became a part of another series or separate series of records, the title of the type record is shown in the master entry and the entry number is stated even though the entry title is different from that of the record kept. The letters are in lower case and not enclosed in parentheses (see entries 50, 185, and 225 of appendix).

32. "See Also" References Under Subject Headings and Subheadings

Cross references should be used to show related records which are not actually parts of the same series. This can be shown by a "see also" reference under the subject heading or subheading. In giving "see also" references, only the number of the entry need be given. A "see also" reference from a subheading should follow on the same line with the subheading. "See also" references from a subject heading should be centered under the subject heading. All "see also" references are to be placed in parentheses (see "Revenue" County Court Clerk's section, Knox County inventory, art. 2 of appendix).

33. Prior, Subsequent, and Additional Record References

Cross references to show prior, subsequent, and additional records are made from entry to entry by means of a third paragraph. The third paragraph should be separated from the body of the entry by only one space, and should be indented five spaces for the first

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33. Prior, Subsequent, and Additional Record References (Cont.)

line. If the paragraph consumes more than one line, the second and succeeding lines should begin at the margin of the page. A reason should be stated for all third paragraph references. For third paragraph form and punctuation, see entries 57 and 106 of the appendix).

34. References in Office Essays Concerning Entries

If an office keeps no records but makes reports to other offices, give a cross reference to these reports in the last paragraph of the essay (see last paragraph County Treasurer, Knox County inventory; art. 3 of appendix).

35. General Index

Carry headings in parentheses in the right hand corner of all pages of the index, e.g. (ab-ar).

The index should include the salient facts contained in the essay material of part A, e.g.

"Act creating county, p. 5."

"Building first courthouse, p. 6."

It should also include duties and functions mentioned in each individual office essay, e.g.

Smith, J. P., p. 19.

First county judge, p. 28.

Officers appointed, p. 30.

All names of important persons should be included. Use "see also" references for related subjects. "See also" references should be on the next lower line, indented three spaces.

Preparation of Draft Inventory

35. General Index (Cont.)

The sub-headings in the index should be in lower case. Entry titles are to be included in the index.

Such material as is in the Knox County appendix should be included in the index.

36. Appendix

An appendix should be made for information, included in certain entries, which is important or which has particular interest or bearing on the affairs of the county.

Such records as deeds, mortgages, and other basic records should be included.

	Page		Page
Abbreviated titles	9	Courts and offices	4
Abbreviations, symbols, and explanatory notes	6	Creation of county	2
Abbreviations used in nature of recording	14	Creation of office or court	7
Accessibility of records	5	Cross referencing	16-19
Additional records	18	artificial entries	16,17
Alphabetical arrangement	13	dates of artificial entries	17
Appendix	20	master entries	16,17
General, see section following index		new record started	16
Arabic numerals	2	procedure in	16-19
Arrangement of contents of record	12,13	series never recorded separately	17
alphabetical	13	source of information	16
chronologically	12	title and number of parent entry	17
complex	13	title used in artificial entry	17
numerically	12	Current title	8
Arrangement of series of records	5	Custodian of records	6
Arrangement shown in artificial entries	17	Date	9
Artificial entries	12,16,17	changes during year	9
arrangement shown in	17	different centuries	9
dates of	17	discontinued records	9
description of	17	ending date	9
indexing in	17	entire series	10
titles capitalized	17	extant records	10
titles in parentheses	17	first and last dates	9
Assigned titles	8,9,12	inclusive dates	10
Attitude of officials	6	last entry	9
Average number of pages	14	missing records	9
Bibliography	3	no date	10
Boundaries	2	prior records	10
Bundles, quantity of	10	punctuation	9
Capitalization of titles	8,9	same century	9
Capitalization used in abbreviations	15	subdivided locations	10
Changes in series during year	9	subsequent records	10
Chart of county government	1	third paragraph	10
Chart of governmental organization	4	Dates in artificial entries	17
Chronological arrangement	12	Dates, inclusive	15
Citations	2,3	Dates in title line	9
Combined entries	10	Dates of records, subdivided locations	15
Combining essays	7	Description of contents	11,12,15-17
Combining records	15	artificial entries	12,17
gaps in same series	15	assigned titles	12
inclusive dates	15	headings, major	11,12
missing records	15	map entries	12
records of same series	15	original documents	11,12
total containers	15	record divided	11,12
Complex arrangement	13	record of original documents	11,12
Condition of records	14	scale in map entries	12
County seat	3	type record, each	12
		Destruction of records	15
		Different centuries, dates in	9
		Difficult identification by title	9
		Dimensions of	
		file boxes	14

Index	Page	(Di-In)	Page
Dimensions of (cont.)			
volumes	15	Gaps in same series	15
Direct indexing	13	Generalization	6
Discontinued records	9	Geography	2
Duties of officials	7	Governmental organization and records system	4
indexed	19		
Early stations and forts	2	Handwritten records	14
Educational system and special features	3	Headings, major	11,12
Eligibility for re-election	7	Historical sketch	2
Ending date	9	Housing, care, and accessibility of records	5
Entire series, dates of	10	arrangement of series	5
Entries, description of contents	11,12,15-17	attitude of officials	6
Essay	4	custodian of records	6
each office	4	faults in office	6
original government	4	files	5
records kept	5	filing space	5
special offices	5	generalization	6
Essays, individual offices	4,7	lighting	5
combining	7	location of records	6
creation of office or court	7	storage of records	5
duties of officials	7	types of records in containers	6
eligibility for re-election	7	ventilation	6
first official	7	volumes	5
jurisdiction of court	7	Important persons indexed	19
method of appointment or election	7	Inclusive dates	10
no records kept	8	Indentation	1
preceding office or court	7	Index section	1
roman numerals	7	Index to inventory	19
separate essays	7	duties of officials	19
term of office	7	important persons	19
titles of office essays	7	jurisdictions	19
trustee jury fund	7	key letters in page headings	19
Explanatory notes	6	lower case	20
Extant records	10	salient points in essays	19
		subheadings	20
Faults in office	6	Indexing in artificial entries	17
File boxes	5	Indexing, kind of	13,14
quantity of	10	direct	13
size of	14	how stated in entry	14
Filing space	5	indirect	13
First and last dates	9	individual	13
First county government	3	inverted	13
First entry	1	no index	14
First official	7	principal party	13
First settlements	2	separate	14
First settlers, names of	2	second party	13
Foreword	1	two series of	13
Full title	8	Indirect index	13
		Individual index	13

Index	Page	(In-Re)	Page
Inverted index	13	Page headings	1
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Jurisdictions, indexing of	19	index section	1
Key letters used as page headings in index	19	location of	1
Labeling and numbering	10,11	next entry	1
Last entry, date of	9	office section	1
Lighting	5	of index	1,19
Line of periods	1	Page i	1
Location of page headings	1	Page ii	1
Location of records	6,15	Page numbering	1,2
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Lower case in index	20	Parentheses in title	8,9
Map entries	12	Physical aspects	2
Master entries	16,17	Plan of publishing county inventories	1
Method of appointment or election	7	Population	3
Missing records	9,15	Preceding office or court	7
Natural resources and occupation	3	Preface	1
Nature of recording	14	Preparation of HR forms and entries for inventories	8
abbreviations used	14	Principal party, indexing of	13
handwritten	14	Printed forms, records on	14
printed forms	14	Prior records	10,18
typed	14	Procedure in cross referencing	16,17
New record started	16	Procedure on	
Next entry in page headings	1	records kept separately	18
No date	10	additional records	18
No index	14	prior records	18
No records kept	3	related records	18
No title	9	see also references	18
Number of		subsequent records	18
bundles	10	third paragraph references	18
file boxes	10	Publication, place of	4
volumes	10	Publisher, name of	3
Number of pages in volumes	14	Punctuation	9
Numbering and labeling on containers	10,11	Punctuation in title line	9
Numbering entries	8	Quantity of records	10
Numerical arrangement	12	combined entry	10
Occupation	3	number of bundles	10
Office essays	4	number of file boxes	10
Office sections	1	number of volumes	10
in page headings	1	original instruments	10
Offices keeping no records	19	record of original instruments	10
Origin of name of county	2	Record divided by subject headings	11,12
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Original government	4	Recording, nature of	14
Original instruments	10	Records destroyed, where stated	15
		Records kept	5
		Records kept separately	18
		additional records	18
		prior records	18

Index	Page	(Re-Vo) Page
Records kept separately (cont.)		
related records	18	Third paragraph references 10,18 (see also entries 57, 106, appendix)
see also references	18	Title and number of parent entry 17
subsequent records	18	Title line, destruction of records 15
third paragraph references	18,19	Title of records 8
Records of same series	15	abbreviated 9
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Roman numerals	7	capitalization 8,9
		current 8
Salient points in essays	19	dates 8,9
Same century, dates in	9	difficult identification 9
Scale in map entries	12	full title 8
Second party, indexing of	13	no title 9
Section A	2	parentheses 8,9
Section B	7	punctuation in title line 9
Section headings	2	vague or misleading 9
See also references	18,19	Title capitalized in artificial entry 17
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Separate essays	7	artificial entries 17
Separate index	14	Titles of office essays 7
(also see index)		Total containers 15
Series never recorded separately	17	Trails and roads 3
Size of		Trustee of jury fund 7
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volumes	14,15	Type record, each 12
Source of information	16	Typed records 14
Spacing in title lines	8	Types of records in same containers 6
Special features	3	
Special offices	5	Vague or misleading title 9
Standard abbreviations	15	Ventilation 6
(also see appendix)		Volumes 6
capitalization used in	15	quantity of 10
lower case	15	size of 15
subdivided locations	15	
when used in entries	15	
Storage of records	5	
Subdivided locations	10,15	
dates of records in	15	
how abbreviated	15	
Subheadings in index	20	
Subject headings	8	
Subsequent records	10,18	
Symbols	6	
Table of contents	1	
chart of county government	1	
indentation	1	
line of periods	1	
office sections	1	
semi-colon	1	
Term of office	7	

APPENDIX

1.

CIRCUIT COURT

In 1802, four years after Muhlenberg County was created, the district and quarterly courts were abolished, and the circuit court was established. Muhlenberg and Henderson counties together formed one circuit court district. Two assistant judges were appointed from the county to aid the circuit judge who was appointed by the governor.

The circuit court had jurisdiction in all cases at common law and chancery except those of less value than five pounds, and the same power and jurisdiction formerly exercised by the district and quarterly courts. Among various other duties, it had jurisdiction over appeals, ferry and road cases, and public debtors.

In 1850, the third constitution provided that a circuit court be established in the county, having the same jurisdiction as formerly, but subject to change by the general assembly. Circuit judges elected from each district presided over these courts, and the state was redistricted, changing the district in which Muhlenberg County was located. The circuit court had original jurisdiction on all matters of law and equity where jurisdiction was not delegated to another tribunal, and all necessary power to execute its jurisdiction. It was a court of record, and was held at the courthouse at a time specified by the legislature, although the circuit judge had power to hold a special term. The court had power to order the clerk to make an index of the records of the court.

The present constitution again reaffirmed provisions for the circuit court, with jurisdiction remaining as previously granted, unless changed by the general assembly. Muhlenberg County, with Simpson, Todd, and Logan counties, forms Judicial District 7. The circuit court has original juris-

Appendix

1. Circuit Court (Cont.)

diction over a variety of miscellaneous matters in law and equity. It also has jurisdiction of inquests concerning the mental status of persons, and power to appoint committees to arrange for the care of the feeble minded and insane.

Among other appointments, the circuit court appoints the master commissioner.

2. Subject Heading in County Court Clerk's Section, Knox County Inventory.

Revenue

(See also entries 82 and 83)

Taxes (see also entries 255 and 256)

3. Last paragraph of County Treasurer's essay, Knox County Inventory.

"For treasurer's settlements with fiscal court, see entry 11."

4. Abbreviations and Symbols

(a) Abbreviations

Acts ----- Acts of the General Assembly of Kentucky
 alph. ----- alphabetical(ly)
 arr. ----- arranged, arrangement
 art.(s.) ----- article(s)
 A. r. rm. ----- Attic record room
 aver. ----- average
 Bd. ----- Board
 bdl.(s.) ----- bundle(s)
 bsmt. ----- basement
 Carroll ----- Carroll's Kentucky Statutes, Baldwin's Revision
 cf. ----- confer, compare

Appendix

4. Abbreviations and Symbols (Cont.)

ch.	-----	chapter
chron.	-----	chronological(ly)
Cir.	-----	Circuit
civ.	-----	civil
Clk's.	-----	Clerk's
Co.	-----	County
Com's.	-----	Commissioner's
Cond.	-----	Condition
Const.	-----	Constitution of Kentucky
crim.	-----	criminal
ct.	-----	court
dist.	-----	district
docs.	-----	documents
ed.	-----	edition
et seq.	-----	et sequens, and the following
fms.	-----	forms
Gen. Stat.	-----	General Statutes of Kentucky
hdw.	-----	handwritten
ibid.	-----	ibidem, same reference as the preceding
Ky.	-----	Kentucky
Ky. Stat.	-----	Kentucky Statutes
Littell	-----	Littell, Statute Law of Kentucky
Lough.	-----	Loughborough, Digest
M. B.	-----	Morehead and Brown, Digest
Mag's.	-----	Magistrate's

Appendix

4. Abbreviations and Symbols (Cont.)

n.d. ----- no date
 no.(s.) ----- number(s)
 numer. ----- numerically
 off. ----- office
 op. cit. ----- opere citato, the work cited
 p., pp. ----- page(s)
 pr. ----- printed
 Rev. Stat. ----- Revised Statutes of Kentucky
 sch. ----- school
 sched. ----- schedule
 sec.(s.) ----- section(s)
 sess. ----- session(s)
 strm. ----- storeroom
 Supp. ----- Supplements to
 supt's. ----- superintendent's
 U. S. ----- United States
 vlt. ----- vault
 vol.(s.) ----- volume(s)

(b) Symbols

- ----- indicates both dates, letters, or numerals are
 inclusive
 -- ----- indicates that record is current
 x ----- used between figures to indicate "by"
 ' ----- used after figures to indicate "feet"
 " ----- used after figures to indicate "inches"
 = ----- used between figures to indicate "equals"

Appendix

5.

INVENTORY ENTRIES

The following examples show the proper way to handle the original and record of the original documents. These entries are taken from Knox County, but have been revised to conform with the preceding instructions. Note Knox County entry 22, which has been revised into entries 21 and 22. The original documents are listed under entry 21 and the recordings under entry 22.

21. DEEDS, 1801--. 9 file boxes. 1910-19 in Clerk's Record, entry 220; 1894-1910 in County Court Papers, entry 226.
Original deeds and mortgages, recorded and filed, showing
No arr. No index. Hdw. on pr. fms. $4\frac{1}{2} \times 5 \times 9\frac{1}{2}$. 8 file boxes, 1801-1923, co. ct. clk's. vlt.; 1 file box, 1924--., co. ct. clk's. off.

22. DEED BOOK, 1801--. 103 vols. (A-Z, 1-77).
Recordings of original deeds and mortgages, showing
Arr. chron. by date recorded. 76 vols., 1801-1902, alph. direct self contained index by name of grantor and mortgagor; also 103 vols., 1801--., separate index, entry 23. 1801-1931, hdw. on pr. fms.; 1932--., typed on pr. fms. Vols. aver. 560 pp. $17 \times 11\frac{1}{2} \times 3$. Co. ct. clk's. vlt.

23. GENERAL CROSS INDEX TO DEEDS, 1801--. 27 vols. (A-Z, including Mc).
General index to Deed Book, entry 22, alphabetical direct and inverted index by names of grantor and grantee, deed volume letter or number and page in volume where recorded. Description Arr. alph. direct by name of grantor and inverted by name of grantee. Hdw. on pr. fms. Vols. aver. 300 pp. $18 \times 12 \times 2$. Co. ct. clk's. vlt.

50. MISCELLANEOUS PAPERS (Liens), 1920--. 5 file boxes. 1910-16 in Clerk's Record, entry 220.
The statement in the "Clerk's Record" would be "Contains: Liens, 1920--., entry 50."

57. CLERK'S FEE BOOK, 1894-1923. 2 vols.
Records of money paid county clerk for, showing
Arr. chron. by date of For index, see entry 58. Hdw. on pr. fms.
Vols. aver. 300 pp. $18 \times 12 \times 2$. Co. ct. clk's. vlt.
For prior and subsequent records, see entry 56.

106. ORDINARY DOCKET, 1851-59, 1866-76, 1878-1919, 1922--. 18 vols.
Civil, commonwealth, and equity cases, showing
Arr. chron. by date of No index. Hdw. Vols. aver. 640 pp. $18 \times 12 \times 3$.
Cir. clk's. off.

For additional records, see entry 105.

185. JUDGMENTS (Settlements), 1920-23. 3 file boxes. 1931 in Papers on Docket (Miscellaneous), entry 225; 1923-29 in County Court Papers, entry 226.

Appendix

5. Draft Entries (Cont.)

Settlements of division of lands by guardians or administrators, showing Contains: Judgments, entry 201. Arr. alph. by section heading, and chron. thereunder by date of No index. Hdw. on pr. fms. $4\frac{1}{2} \times 10 \times 6$. Co. ct. clk's. off.

194. (PETITIONS), 1906-8, 1926-29. 1906-8 in Suits, entry 198; 1926-29 in Knox County Court Papers, entry 222.
Petitions made to county court for, showing

198. SUITS, 1904-8, 1915-17, 1926--. 18 file boxes.
Suits for, showing Contains: (Petitions for New Roads), 1906-8, 1927-31, entry 1; (Petitions), 1906-8, entry 194; Warrants of Arrest, 1930--, entry 195; Report of Land Appraisers, Surveyors, and Road Viewers, 1926-29, entry 317. 11 file boxes, 1905, 1915, 1926--, arr. alph. by names of parties involved; 7 file boxes, 1904-8, 1915-17, 1927, 1930--, arr. chron. by date of No index. Hdw. $4\frac{3}{4} \times 10 \times 5\frac{7}{8}$. 8 file boxes, 1926--, co. judge's off.; 7 file boxes, 1904-8, 1915-17, 1926--, co. ct. clk's. vlt.; 3 file boxes, 1927-29, co. ct. clk's. off.

218. (SUMMONSES), 1841-43, 1907, 1911-12, 1920--. 1907, 1911-12 in Court Order Books (Court Orders), entry 204; 1931 in Civil Executions, entry 206; 1920-31 in Miscellaneous Papers, entry 221; 1921-22, 1930-- in Papers on Docket (Miscellaneous), entry 225; 1841-43 in County Court Papers, entry 226.
Summonses and subpoenas issued by the county court and executed by the sheriff for, showing

Note the cross reference in entry 225 to the entry on settlements, entry 185, where additional records of same series are to be found. Entry 185 is not an artificial entry. Note in entry 185 how reference is made to entry 225, guiding the reader to other records of same series.

The cross reference in entry 225 to (Summonses to Appear in Court), 1921-22, 1930--, entry 218, refers to the artificial entry 218. This is written in lower case, in parentheses, in the body of entry 225 but is shown in upper case in parentheses, because it is an assigned title.

225. PAPERS ON DOCKET (Miscellaneous), 1921-22, 1930--. 3 file boxes.
Motions for appointing guardians, showing Contains: (Road Petitions, 1930--, entry 1; Judgments (Settlements), 1931, entry 185; (Summonses to Appear in Court), 1921-22, 1930--, entry 218; Affidavits of Unwed Mothers, 1930--, entry 227; Road Orders, 1921-22, entry 319. 2 file boxes, 1921-22, 1931, arr. alph. by subject; 1 file box, 1930--, arr. alph. by subject and chron. thereunder by date of motion. No index. 2 file boxes, 1930--, hdw.; 1 file box, 1921-22, hdw. on pr. fms. $4\frac{1}{2} \times 10 \times 6$. 2 file boxes, 1930--, co. ct. clk's. off.; 1 file box, 1921-22, co. ct. clk's. vlt.

226. COMMISSIONS, 1904-5, 1912-18, 1921-21, 1930. 9 file boxes.
Appointments of notaries and other officials by governor, showing Contains: Surety Bonds of Notary and Other Officials, entries 78 and 80.

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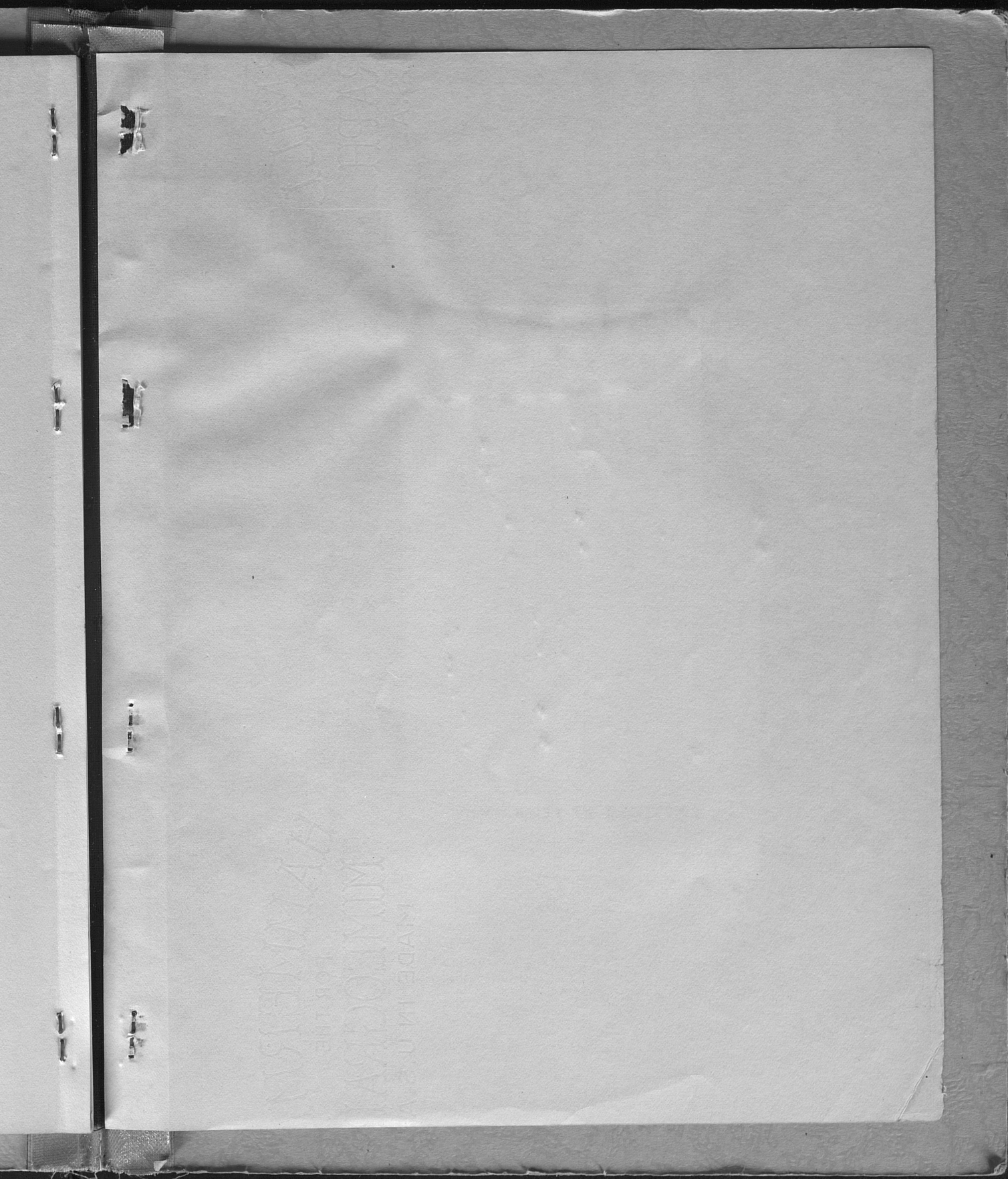
5. Draft Entries (Cont.)

Arr. alph. by name of officer. No index. $4\frac{1}{2} \times 10 \times 6$. Co. ct. clk's. vlt.

241. INDEX TO COMMONWEALTH EXECUTION BOOK, 1892--. 1 vol.
Index to Commonwealth Execution Book, entry 240; arr. alph. by name of
defendant, showing page number of volume where recorded. (Description of
entry)..... Hdw. 50 pp. $18 \times 12 \times \frac{1}{2}$. Co. judge's. off.

350031

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